

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST II –  
Correctional Officer Staffing

SALARY GROUP: B16

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paula Gilbert DATE: 5/18/2011

POSITION #: 004032

**I. JOB SUMMARY**

Performs routine human resources management assistance work. Work involves assisting in the administration of a human resources management program; ensuring compliance with state and federal laws and regulations; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Reviews employment applications, evaluates applicant qualifications, and recommends applicants for employment; and ensures compliance with agency, state, and federal laws, rules, and regulations.
  - B. Advises management regarding staffing needs, placement problems, transfers, demotions, and reassignments; and prepares various human resources correspondence and reports.
  - C. Assists in planning, developing, revising, and implementing human resources policies, procedures, and forms; assists in training and advising agency staff on human resources issues, rules, and regulations; and oversees the management of files and records.
  - D. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
  - E. Plans, organizes, and assigns the work of others; and provides training and technical assistance regarding human resources policies, procedures, and actions.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Public Administration, a Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, technical program support, or program administration experience.
3. Human resources experience preferred.
4. Computer operations experience preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.state.tx.us/vacancy/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of human resources management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.

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8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to plan work in order to meet established guidelines.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to train others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.